



HUMAN RESOURCE CONSULTANT

Human Resources Division

Recruitment #2006-11-HRC-1

Are you more interested in your customers' business results than HR processes?

Do your customers "invite you to the table"?

Do you take personal responsibility for your teammates' success?

Then these positions in DNR's Human Resources Division may be for you!

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Human Resource Consultant 1
Type of Position:	A permanent full-time position. This position is not represented.
Monthly Salary Range:	\$2,649 - \$3,371
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	November 7, 2006
Closing Date:	Open until filled. First screening, Nov. 21
Location:	Olympia, WA

POSITION PROFILE

The incumbent of this entry professional generalist position will work as part of a team whose primary function is processing HR transactions using the Human Resource Management System (HRMS) and providing technical HR support to managers and supervisors, region HR Consultant Assistants, and employees.

This position will also assist and work under the guidance and direction of senior HR Consultants on human resource issues in the following functional areas:

- **Workforce Planning** (classification, establishing qualifications, determining overtime status, etc.)
- **Performance Management** (setting standards/expectations, feedback and coaching, recognition and reward, corrective and disciplinary action, performance planning and evaluations, etc.)
- **Organizational Development** (team building, group facilitation, employee feedback, etc)
- **Labor Relations** (grievances administration, union communication, employee/management rights, etc.)

REQUIRED QUALIFICATIONS

- A working knowledge of and ability to interpret and apply related statutes, rules, CBA terms, policies, procedures, agency practices, and general theory in each functional area described in the POSITION PROFILE above.
- A working knowledge of and ability to use the state's human resource management system (HMRS).
- The demonstrated ability to provide excellent customer service.
- A talent for creative problem-solving.
- The ability to communicate effectively both verbally and in writing.
- The ability to multitask and work in a fast-paced environment; and
- The ability to work as a team member.

The preferred candidates will also have:

- Six months experience using the Washington State Human Resource Management System (HRMS) as a personnel/payroll processor.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest (not more than two pages) describing how your experience and qualifications relate to the job profile and position qualifications.
- A resumé.
- An online voluntary [Applicant Profile Questionnaire](#).

The first screening will be based on information contained in your letter of interest and resumé.

Submit all materials by the closing date to:

E-mail (preferred method)

dnrrecruiting@wadnr.gov

US Mail

Roberta Searles
Department of Natural Resources
PO Box 47033
Olympia WA 98504-7033

NOTE: Please indicate **Human Resource Consultant and position #2006-11-HRC-1** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

For more information about the position, contact Roberta Searles, HR Consultant (360) 902-1350

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